

Project modifications
ADRION Seminar on projects implementation
ADRION 2nd Call projects

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Online meeting
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Content

**Not allowed
modifications**

**Minor
modifications**

**Major
modifications**

Not allowed modifications



- ☐ Spending forecast unless linked to significant change in the workplan;
- ☐ Contribution of the project to the programme result(s);
- ☐ Orientation towards equality between men and women and non-discrimination;
- ☐ Positive or neutral contribution towards environment.

Minor Modifications

Modifications that do not have a substantial impact on the overall project goals and implementation

eMS Update & JS information


- Bank account change
- Storage of the documents change


Prior approval by JS/MA


- LP/PP legal representative change
- LP/PP contact data change
- VAT status
- LP/PP name change;
- **Workplan and financial adjustment;**
- **Budget flexibility**


Minor modifications are considered deviations


Where to report the deviations


 SAVE


 Check Saved Report


 Application Form


 Supplementary Information


 Print Project Report


 Delete Report


 Period 1


 Report of MCBO

 Exit


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EN



Report Workpackages Certificates Project report overview Attachments

Reporting Workpackage Implementation

Wp Nr	Wp Title	Wp Start Month	Wp End Month	Wp Status
T1	To increase CCI-related businesses, SMEs and start-ups' capacities and knowledge	Mar.2020	Jan.2022	<input type="text" value="not started"/>

Partners Involvement

Abbreviation	Name
MCBO	Città metropolitana di Bologna(lead Partner)
FVGAR	Regione Autonoma Friuli Venezia Giulia
UIRS	Urbanistični Inštitut Republike Slovenije
PSP	ΕΠΙΣΤΗΜΟΝΙΚΟ ΠΑΡΚΟ ΠΑΤΡΩΝ Α.Ε.
AUEB-RC	ΕΙΔΙΚΟΣ ΛΟΓΑΡΙΑΣΜΟΣ ΚΟΝΔΥΛΙΩΝ ΕΡΕΥΝΑΣ ΟΙΚΟΝΟΜΙΚΟΥ ΠΑΝΕΠΙΣΤΗΜΙΟΥ ΑΘΗΝΩΝ (ΕΛΚΕ/ΟΠΑ)
DUNEA	REGIONALNA RAZVOJNA AGENCIJA DUBROVAČKO – NERETVANSKE ŽUPANIJE - DUNEA
RDNC	Drejtoria Rajonale e Kulturës Kombëtare, Vlorë
SEBS	Ekonomski fakultet u Sarajevu
	Responsible partner

Please Describe The Progress In This Reporting Period And Explain How Were Partners Involved And Who Did What

2000 Characters Remaining

Please Describe And Justify Any Problems And Deviations Including Delays From The Work Plan Presented In The Application Form And The Solutions Found

2000 Characters Remaining

Work plan and financial adjustment

Minor adjustments not affecting the strategic approach of the project and not jeopardizing the project implementation by the foreseen end date

EXAMPLES

- Change of the format of an activity or deliverable;
- Change of the timeline of a single activity/deliverable or output;
- Involvement of the PPs in a workpackage and activity;
- Small reallocations within the same budget line and WP.

The following are not considered minor changes



- Reduction of the quantity / quality or changing the nature of outputs / deliverables;
- Reducing the target values of indicators and target groups

Budget flexibility

Budget flexibility allows to the project to adapt the budget to the project's implementation needs

Re-allocation **refers** to:

- ✓ Budget lines or
- ✓ Work packages or
- ✓ Budget lines and workpackages



**Up to 20% or EUR 40.000,00.
(whichever is higher)**

**The
calculation
is done at
project level**



Budget flexibility - Restrictions



attention

- ☐ Total Partner's budget cannot be exceeded;
- ☐ Total overall budget of the project cannot be exceeded;
- ☐ ERDF and IPA II amounts cannot be exceeded;
- ☐ Spending forecast per period cannot be changed;
- ☐ Budget reallocation cannot alter the project overall intervention logic, reduce the relevance of certain WPs; alter the PPs involvement or core deliverables;
- ☐ Changes in staff costs effect also «office and administrative» costs;
- ☐ State aid budget cannot be exceeded at PP and project level;
- ☐ Expenditure incurred and already paid during implementation cannot be changed including preparation costs.

Budget flexibility (examples)

Example 1

Budget line (AF)	Budget line (new)	Difference
BL1 – EUR 600.000,00	EUR 540.000,00	EUR -60.000,00
BL2 – EUR 300.000,00	EUR 360.000,00	EUR +60.000,00 (20%)
		<i>Total Budget difference (AF) vs new : EUR 0,00</i>

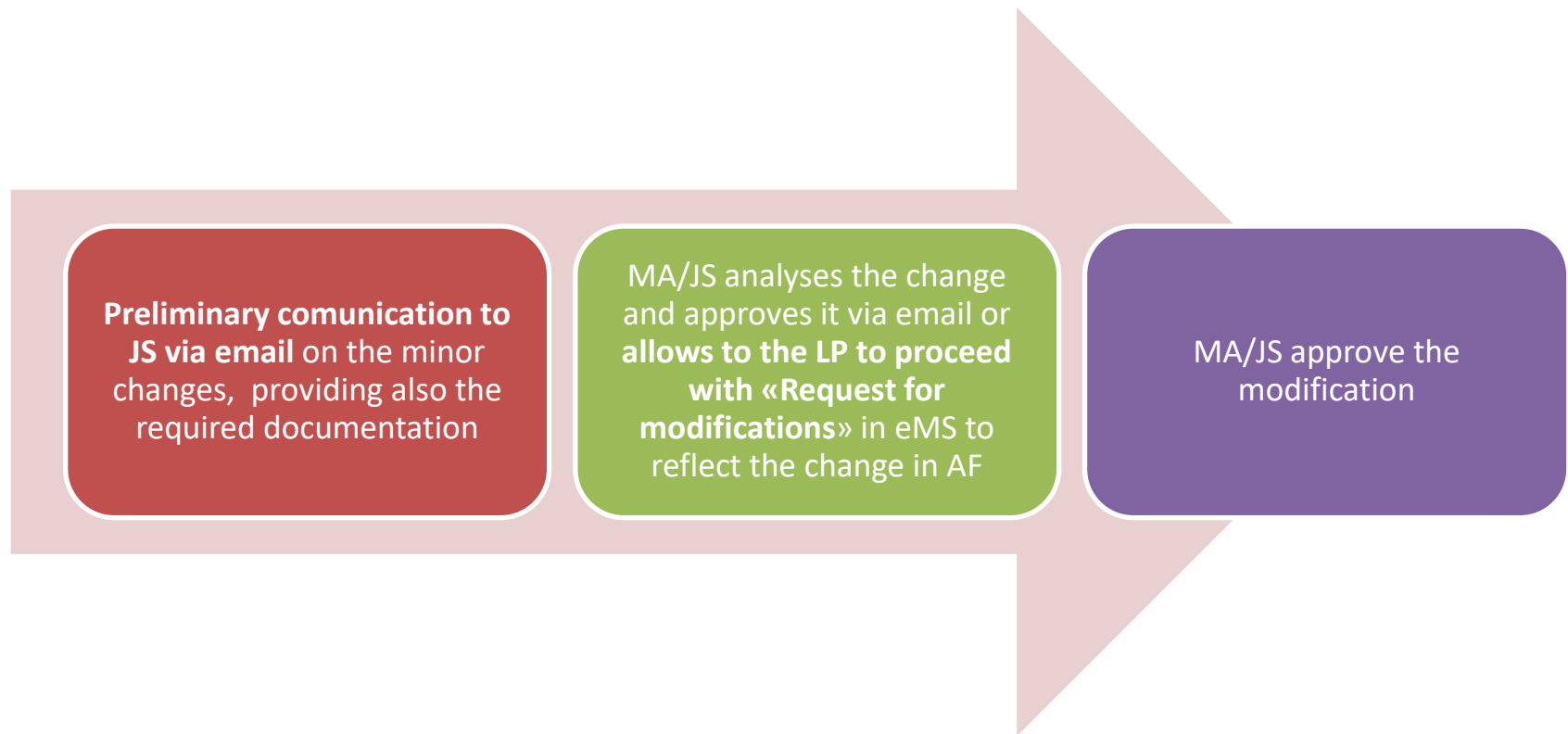


Example 2

WP (AF)	Budget line (new)	Difference
WT1 – EUR 150.000,00	EUR 191.000,00	EUR +41.000,00 (27,3%)
WT2 – EUR 200.000,00	EUR 159.000,00	EUR -41.000,00
		<i>Total Budget difference (AF) vs new : EUR 0,00</i>



How to proceed with minor modifications



Minor modifications not allowed in the first 6 months of implementation

Major Modifications

Modifications that go beyond the "minor changes" foreseen and that require an amendment of the Subsidy Contract and Partnership Agreement

Partnership

Work plan

Budget

Duration



**Major modifications
cannot take place in
the first 6 months of
implementation**

Partnership Changes

- ✓ A withdrawn Partner not replaced;
- ✓ An Associated Partner not replaced.
- ✓ A withdrawn Partner replaced by another Partner already present in the partnership;
- ✓ A withdrawn Partner replaced by a new partner;
- ✓ A Partner experiencing a structural or legal change.

- ✓ The presence of **minimum partnership eligibility requirements will be checked**;
- ✓ In case of non-replacement Partner, the partnership must demonstrate that it will **not jeopardize the project implementation**;
- ✓ The **withdrawn Partner must respect the obligations of documents retention**;
- ✓ **PP replacement** should be **preferably located in the same Partner State**;
- ✓ The **overall ERDF and IPA project budget** shares must remain **unchanged**.
- ✓ In case of legal change, the new entity takes over all duties and obligations of its predecessor;
- ✓ In case an Associated Partner withdraws and is not replaced, such a decision implies a revision of the PP budget.
- ✓ Request for changes can be submitted **up to 3 months before the ending date**;



Budget modifications

Budget changes exceeding the flexibility rules.

It refers to re-allocations between Partners and/or budget lines and /or work packages



The budget reallocation between LP/PPs is allowed only if they are benefitting from the same source of funding (ERDF or IPA II)



Restrictions

- ☐ Each **Partner** cannot exceed the **max of 20% of EU co-financing** of the overall project budget;
- ☐ **Staff costs** cannot exceed **50%** of overall budget;
- ☐ **Cannot affect** the activities considered **State Aid** relevant and subject to «**de minimis**» rule;
- ☐ **Cannot be related to the preparation costs and expenditure incurred and already paid**
- ☐ **Cannot affect spending forecasts** unless linked to significant changes in the project workplan;
- ☐ **Cannot make Partner's budget irrelevant** within the project;
- ☐ The request must be submitted up to **3 months before ending date**.

Work plan Changes

The requests for modification of activities/outputs must be duly justified and submitted no later than **one month before the activities/outputs should take place according to the project work plan.**



- ✓ Do not alter the overall project goals and objectives;
- ✓ Do not alter the contribution of the project to the programme results;
- ✓ Do not alter the orientation towards equality men and women and non – discrimination;
- ✓ Do not revise the positive or neutral orientation towards environment;
- ✓ Do not affect the state aid relevant activities in the middle of implementation.
- ✓ Do not heavily change the Partner contribution.



Restrictions

- ☐ The Request must be submitted **up to 3 months before the project end date;**
- ☐ The Request must include an exhaustive justification.

Project duration change

✓ *The extension of the project duration can be of a max of 6 months*

✓ *Requested only once during the project lifetime*



✓ *The request must be submitted up to 3 months before the project ending date*

✓ *The request cannot be submitted before the 12 month of project implementation*

How to proceed with the major modifications



A preliminary communication sent to JS by the LP including the supported documentation required

MA/JS informs the LP on the MC decision and invites it to proceed with a «Request for Modification» in eMS

MA/JS checks the modifications and approve them in eMS



MA/JS analyses the request of change and if accepted, submits it to the MC for approval

Legal status and absence of fraudulent behaviour are checked by NCPs in case of legal status change/succession or new PPs

MA/JS unlocks the AF to LP.

LP reflects the approved modifications on the AF (eMS)

MA/JS provides to the LP the amendment of the Subsidy Contract;
LP must ensure the revision of the Partnership Agreement and communicate it on eMS;

The date of approval shall be valid retroactively from the date when the written request is submitted to MA/JS.

Request of major modifications

General

Save As Pdf File

Generated Files

Attachments

Modification Request Overview

Bookmark Project

Toggle Tree

Contacts

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Exit


Application And Contract

Project History

Supplementary Information

Project Application

Modification Request Details- Project CreaTourES – Promoting Creative Tourism through new Experiential and Sustainable r

Modification number	Open modification details	Modification request						Submission of application form by lp (date)	
		Modification request (date)	Modification requested by	Type of modification	Modification request approved / rejected	Modification request approved / rejected (date)	Modification request approved / rejected by		
1		31.10.2019 12:22:22	vale.js	Change of Budget, Change of End-Date/Duration, Change of Partnership, Change of Project Result/Indicators, Change of Activities, Change of Periods	Accepted	31.10.2019 12:22:22	vale.js	03.02.2020 16:17:09	Accepted

Request Modification

Request of major modifications

Application Change Request - Project: CreaTourES – Promoting Creative Tourism through new Experiential and Sustainable routes

• Change of Partnership

Categories

Categories

- ☐ Change of End-Date/Duration
- ☐ Change of Project Result/Indicators
- ☒ Change of Partnership
- ☐ Change of Budget
- ☐ Change of Activities
- ☐ Change of Periods

Application Change Request - Project: CreaTourES – Promoting Creative Tourism through new Experiential and Sustainable routes

• Change of Partnership

Characters

Message

Attachments


+ Upload



Filename	Filetype	Date	User	Comment	Actions
No records found					

Send

Send

How the LP see the modifications requests

Modification Request Details- Project CreaTourES – Promoting Creative Tourism through new Experiential and Sustainable routes 

Modification number	Open modification details	Modification request						Modification		
		Modification request (date)	Modification requested by	Type of modification	Modification request approved / rejected	Modification request approved / rejected (date)	Modification request approved / rejected by	Submission of application form by lp (date)	Application form accepted / rejected / handed back	Application form accepted / rejected / handed back (date)
2		22.09.2020 13:36:55	CiMeBo	Change of Partnership	New					
1		31.10.2019 12:22:22	vale.js	Change of Periods, Change of Partnership, Change of End-Date/Duration, Change of Budget, Change of Activities, Change of Project Result/Indicators	Accepted	31.10.2019 12:22:22	vale.js	03.02.2020 16:17:09	Accepted	04.02.2020 11:27:06